



<b>POLICY TITLE: Administrative Review</b>		<b>PAGE 1 OF 12</b>
<b>CHAPTER : General Administrative Policies</b>		
	<b>CHILD AND FAMILY SERVICES AGENCY</b>  <b>Approved by:</b> _____ Signature of Agency Director	<b>PROFESSIONAL STANDARDS</b>  <b>See Section VII.</b>
<b>EFFECTIVE DATE:</b> June 25, 2001	<b>LATEST REVISION:</b> July 12, 2006	<b>REVIEW BY LEGAL COUNSEL:</b> June 29, 2006

<b>I. AUTHORITY</b>	The authority for this policy is established in Title 4 of the D.C. Code (section 4-1301 et seq.); 42 U.S.C. § 620 et seq.; 42 U.S.C. § 670 et seq.; 45 C.F.R. § 1355-1357; Title 29 of the D.C. Municipal Regulations, and the Modified Final Order and Implementation Plan in LaShawn A. v. Williams.
<b>II. APPLICABILITY</b>	All Agency social work staff, Administrative Review staff and contracted personnel.
<b>III. RATIONALE</b>	The administrative review process provides an opportunity for all parties, including the child's biological family, caregivers and children, as appropriate, as well as formal and informal supports to come together with an independent reviewer in order to review case practice and overall progress in achieving case goals and to reach agreement on recommendations for future plans to ensure the child's safety, permanency, and well being. Full participation of the child and family team is needed to ensure inclusive decision-making.
<b>IV. POLICY</b>	It is the policy of the Child and Family Services Agency that the status of each child in out-of-home placement, including children placed out-of-state, shall be reviewed at an administrative review within at least 180 days of a child's entry into the physical or legal custody of CFSA and every 180 days thereafter. Each administrative review shall include a review of the appropriateness of placement, the child's case plan, the child's legal status, and the child's permanency goal. Further, the progress toward achieving agreed upon goals and objectives, as well as whether services described in the case plan are being provided shall be determined. During each review the administrative reviewer shall make recommendations based upon the best interest of the child that assures the child's safety and well being.

<b>V. CONTENTS</b>	<b>A.</b> Participants at Administrative Reviews <b>B.</b> Case Information Pertinent to the Administrative Review <b>C.</b> Scope of the Administrative Reviews <b>D.</b> Scheduling Process <b>E.</b> Rescheduling and Cancellation Process <b>F.</b> Preparation for Review <b>G.</b> Conducting the Administrative Review <b>H.</b> Post-Administrative Review <b>I.</b> Reconsideration Process for Administrative Reviews
<b>VI. PROCEDURES</b>	<b>Procedure A: Participants at Administrative Reviews</b>  1. Participation of the child, the parents, and other significant parties to the case is essential to accomplish the goals of the administrative review. It is critical that all participants of the review work in a unified effort on behalf of the child's best interests.  2. The following persons, if there are any for the child, and their attorneys shall be notified in writing six (6) weeks in advance of the review and strongly encouraged to attend and participate during the administrative review: <ul style="list-style-type: none"> <li>a. the child (children 14 years old and older should receive their own notice);</li> <li>b. the child's parents (if parental rights have not been terminated or relinquished) and involved extended family;</li> <li>c. the child's guardian or legal custodian;</li> <li>d. the child's foster parent;</li> <li>e. the child's current pre-adoptive parent;</li> <li>f. the child's current kinship caregiver;</li> <li>g. the child's attorney;</li> <li>h. the child's guardian ad litem;</li> <li>i. the child's therapist;</li> <li>j. a staff person or caretaker familiar with the child/youth, if the child/youth resides in a congregate care or independent living facility;</li> <li>k. a school representative, if appropriate; and</li> <li>l. a relative or individual with whom the child is currently placed pursuant to D.C. §16-2320(a)(3)(C)</li> </ul> 3. Every reasonable effort shall be made to hold the review at a time and location that ensures the attendance of the child (ten years old and older), the child's parents and foster parents at the administrative review.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Administrative Review	General Administrative Policies	2 of 12

	<ol style="list-style-type: none"> <li>4. The following staff must attend the administrative reviews:               <ol style="list-style-type: none"> <li>a. the family social worker;</li> <li>b. the supervisor of the family social worker</li> <li>c. the child's social worker for the case, if different;</li> <li>d. the supervisor of the child's social worker</li> <li>e. the contract social worker, when applicable; and</li> <li>f. the Adoption Recruitment social worker when the child has a goal of adoption and does not have an adoptive placement.</li> </ol> </li> <li>5. Other persons shall be required to attend the administrative review when circumstances warrant their participation (e.g. program managers, contract monitor, independent living social worker, etc.).</li> <li>6. The Assistant Attorney General (AAG) assigned to the case should attend all reviews and is required to attend when the goal is expected to be changed to adoption, when the child has been in care for the 15 of 22 months before the review and when the child has a goal of adoption and is not legally free.</li> </ol>
	<p style="text-align: center;"><b>Procedure B: Case Information Pertinent to the Administrative Review</b></p> <ol style="list-style-type: none"> <li>1. All relevant case materials (including psychological evaluations and individualized education plans) shall be submitted to the Administrative Review Unit three (3) weeks prior to the review date.</li> <li>2. All case plans shall be completed, updated and available in FACES 90 days prior of the scheduled review date.</li> <li>3. In situations where the case plans are not available in FACES, hard copy case plans shall be submitted to the Administrative Review Unit no less than three (3) weeks prior to the review date.               <ol style="list-style-type: none"> <li>a. At least three (3) copies of the case plan shall be deposited in the Administrative Review Unit case plan mailbox.</li> <li>b. The person depositing the plan shall record submission of the case plan into the Administrative Review Case Plan Log Book on the page corresponding with the date of the scheduled review.</li> </ol> </li> <li>4. The case plan shall be signed by the child, when appropriate, child's parents, family social worker, the supervisor for the family social worker as well as the child's social worker and supervisor.</li> <li>5. Other materials that may not be in FACES, but can assist the reviewer in understanding the case shall be submitted to the Administrative Review Units no less than three (3) weeks prior to the review date.</li> </ol>

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Administrative Review	General Administrative Policies	3 of 12

	<p>6. The child's hard copy file shall be made available to the Administrative Review Unit upon request.</p> <p><i>Note: The case plan must be completed within 30 days of a child's placement and updated, at a minimum, every 90 days thereafter or when changed circumstances of the child or family require modifications to the case plan.</i></p>
	<p><b>Procedure C: Scope of the Administrative Reviews</b></p> <ol style="list-style-type: none"> <li>1. The primary purpose of the administrative review is to ensure that a child's family and other significant parties are involved in the decision making process and efforts toward achievement of a safe and permanent home for the child.</li> <li>2. The administrative review shall assess the appropriateness of a wide range of activities undertaken on behalf of the child and family. Administrative reviews shall determine, but shall not be limited to the following: <ol style="list-style-type: none"> <li>a. the child's legal status;</li> <li>b. whether the child's legal status is appropriate;</li> <li>c. the child's permanency goal;</li> <li>d. whether the child's permanency goal is appropriate;</li> <li>e. whether the child has a written case plan, as required by District of Columbia law and the Modified Final Order;</li> <li>f. whether the case plans for the child and family are current;</li> <li>g. whether the child's case plan is appropriate and, if it is not, the steps needed to make the plan appropriate;</li> <li>h. the extent to which goals and outcomes identified in the case plan have been achieved;</li> <li>i. the services being provided to the child and, in those cases in which the child's planning goal is return home, the services being provided to the child's family;</li> <li>j. the adequacy of the services being provided to the child and the family;</li> <li>k. the child's placement;</li> <li>l. the continuing necessity for and appropriateness of the placement;</li> <li>m. the existence and appropriateness of visitation plans and other measures to support and preserve the sibling and familial relationships;</li> <li>n. the progress made toward alleviating the circumstances that caused placement in foster care;</li> <li>o. the permanency timeline, the target date and transition plan for the child's return home, adoption, legal guardianship or other permanency alternative; and</li> </ol> </li> </ol>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Administrative Review	General Administrative Policies	4 of 12

	<p>p. the legal action needed to free the child for adoption.</p> <ol style="list-style-type: none"> <li>3. The child's safety, risk factors and barriers to goal achievement shall be examined during the review.</li> <li>4. The administrative review shall examine and assess whether supports and services are available that will assure the safety, permanency and well-being of children <i>in</i> the child welfare system. Reviewers shall also identify problems and obstacles, which impede service delivery or goal achievement and which require policy and/or resource resolution by CFSA or another governmental entity, and shall make recommendations as appropriate.</li> </ol> <p><i>Note: The date projected in the administrative review for returning the child home or placing him or her for adoption or other permanent placement must not exceed 14 months from the date of removal from the home. DC Code § 4-1301.09</i></p>
	<p><b>Procedure D: Scheduling Process</b></p> <ol style="list-style-type: none"> <li>1. The assigned Investigations or placing social worker shall register the child in FACES by completing all applicable case management screens, including but not limited to the appropriate placement and court status screens.</li> <li>2. FACES shall automatically schedule the administrative review for the 150<sup>th</sup> day from the date on which the child enters CFSA custody and a legal status of either administrative hold, shelter care or commitment is assigned. This will lessen the chance of an administrative review being scheduled beyond the required 180 days time period. A child shall be considered to have entered foster care on the date the child enters an out-of-home placement.</li> <li>3. FACES shall flag those cases that are overdue for administrative reviews.</li> <li>4. There shall be only one review date per family in FACES and all children in the family shall be reviewed at the same time.</li> <li>5. In instances where a child has siblings who entered care previously and a review date has been created already, the child shall be reviewed with the siblings on the earlier date.</li> <li>6. Agency, consortium staff, and attorneys shall be notified by e-mail of reviews eight (8) weeks in advance.</li> <li>7. The family social worker (or supervisor) shall be responsible for providing the Administrative Review Unit the names and addresses of all mandated and other participants within two (2) days of receiving notice of the review.</li> </ol>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Administrative Review	General Administrative Policies	5 of 12

	<ol style="list-style-type: none"> <li>8. The family social worker shall ensure that the names and addresses of all mandated and other participants are accurate in FACES and notify any child workers to do the same.</li> <li>9. The family social worker shall notify any other involved social workers/supervisors of the review and obtain notification information from them.</li> <li>10. The Administrative Review Unit shall send out notices to all participants six (6) weeks in advance of the scheduled review.</li> </ol>
	<p><b>Procedure E: Rescheduling and Cancellation Process</b></p> <ol style="list-style-type: none"> <li>1. Cases may be rescheduled when there is a scheduling conflict.</li> <li>2. Administrative reviews shall only be canceled if the child has been adopted, returned home, transitioned to adulthood or is in a non-agency legal status (i.e. 3<sup>rd</sup> party placement, private placement, or protective supervision). Canceled reviews shall not be rescheduled.</li> <li>3. The following process for rescheduling or canceling a review shall be followed: <ol style="list-style-type: none"> <li>a. All rescheduling or cancellation requests shall be submitted via the Review Rescheduling/Cancellation Form;</li> <li>b. Only the social worker for the family shall transmit requests for the rescheduling/cancellation of a review to the Administrative Review Unit at least two (2) weeks prior to the review date;</li> <li>c. The child's social worker and other participants shall forward any and all requests for rescheduling/cancellation of reviews through the family social worker;</li> <li>d. Requests to reschedule or cancel reviews shall be approved and signed by the supervisor and program manager; and</li> <li>e. If the request for rescheduling is not received within two (2) weeks of the scheduled review, the supervisor or program manager shall attend the review and be prepared to present and discuss the case if the social worker is unable to attend.</li> </ol> </li> <li>4. Rescheduled reviews will be convened no later than two (2) weeks of the request for rescheduling to ensure the review is held within the required 180 time frame of the previous review. The timeframe between the date of request and the date of the rescheduled review shall fall within the 30 days allotted for rescheduling.</li> </ol>
	<p><b>Procedure F: Preparation for Review</b></p> <ol style="list-style-type: none"> <li>1. The Administrative Review Specialist, social worker, and supervisor shall prepare for the administrative review by reviewing the case plan and other relevant case documentation regarding the child and family.</li> </ol>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Administrative Review	General Administrative Policies	6 of 12

	<p>2. In preparation for administrative reviews, the Administrative Review Specialist shall be responsible for the following activities:</p> <ul style="list-style-type: none"> <li>a. Checking in FACES and checking the case plan mailbox each day for case materials for each case assigned;</li> <li>b. Notifying the assigned social worker, supervisor, and program manager in situations where there is no case plan received for a case scheduled for review;</li> <li>c. Reviewing the weekly and monthly draft review schedules to ensure that no cases have been overlooked or omitted from the daily schedule;</li> <li>d. Notifying the Administrative Review Supervisor or Program Manager of any cases that may have been overlooked or omitted from the schedule; and</li> <li>e. In situations where there is a discrepancy in the agreed upon date, the Administrative Review Supervisor or Program Manager shall be responsible for the following: <ul style="list-style-type: none"> <li>i. Retrieving and reviewing the Data Collection Form (DCF) to determine if a data entry error has occurred;</li> <li>ii. Conferring with the assigned review specialist to determine the review date recorded in his/her calendar;</li> <li>iii. Notifying the social worker of the correct date and assuring that the correct date is accurately recorded in FACES; and</li> <li>iv. Recording the correct date and notifying all participants.</li> </ul> </li> </ul> <p>3. Prior to the administrative review, each social worker shall:</p> <ul style="list-style-type: none"> <li>a. Determine the extent to which review recommendations from the prior administrative review have previously been addressed in the case plan;</li> <li>b. Review casework activities since the last review and ensure that relevant activities that should have been added to the case plan on an ongoing basis have been documented in the case plan;</li> <li>c. Ascertain whether previous recommendations have been met;</li> <li>d. Ensure that the child, parents, foster parents, other caregivers, or extended family have participated in the planning process and have signed the case plan;</li> <li>e. Confirm that the documents conform to CFSA policy and provide information so that the Administrative Review Unit may issue timely notification of the review;</li> <li>f. Ensure that case plans, case plan updates, and other key materials have supervisory approval;</li> <li>g. Ensure that an updated case record is available to the Administrative Review Unit (via FACES or hard copy if there are problems that make the information unavailable in FACES) within three(3) weeks of the scheduled review;</li> </ul>
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<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Administrative Review	General Administrative Policies	7 of 12

	<ul style="list-style-type: none"><li>h. Ensure that parents and foster caregivers have copies of the case plans and case plan updates prior to the review; and</li><li>i. Identify and apprise the Administrative Review Specialist of any confidential or sensitive issues, which should not be discussed in the open review.</li></ul> <p>4. If a conflict arises and the social worker cannot attend the review on the noted date, the social worker shall submit an approved Administrative Review Rescheduling/Cancellation form to the Administrative Review Unit no later than two weeks prior to the scheduled administrative review, requesting a new review date.</p> <p>5. The supervisor has several preparative functions before the administrative review:</p> <ul style="list-style-type: none"><li>a. Review the case plans, case plan updates, and any other key materials submitted by the worker for accuracy and completeness;</li><li>b. Approve and sign case plan documents;</li><li>c. Approve requests to reschedule or cancel administrative reviews;</li><li>d. Ensure that the assigned social worker submits a signed copy of the case plan and all key materials to the Administrative Review Unit at least three (3) weeks prior to the review (only if these documents/materials are not available in FACES); and</li><li>e. Ensure that in the absence of the social worker there is supervisory or management coverage for the review.</li></ul>	
	<p><b>Procedure G: Conducting the Administrative Review</b></p> <p>1. The Administrative Review Specialist serves as the facilitator of the review and in conducting the review shall be responsible for the following activities:</p> <ul style="list-style-type: none"><li>a. Convening the administrative review and outlining the process and roles/responsibilities of the participants;</li><li>b. Clarifying agency mission and expectations and participants' rights;</li><li>c. Ensuring all participants are aware of confidentiality requirements and all non-social work staff sign confidentiality statements; <i>Note: Social workers are not required to sign confidentiality statements because they are bound by the Social Work Code of Ethics and D.C. Law. Code of Ethics of the National Association of Social Workers §1.07 Privacy and Confidentiality and D.C. Code §4-1303.06.</i></li><li>d. Obtaining written authorizations by clients pertaining to the disclosure of protected health information and other information;</li><li>e. Ensuring the participation of and cooperation among all participants during the review;</li><li>f. Determining if a child is in one of the MFO “corrective action categories” or legal action/TPR category and recommending actions necessary to remove the child from the category;</li></ul>	
<b>POLICY NUMBER/TITLE</b> <b>Administrative Review</b>	<b>CHAPTER NUMBER/TITLE</b> <b>General Administrative Policies</b>	<b>PAGE NUMBER</b> <b>8 of 12</b>



	<ul style="list-style-type: none"> <li>g. Facilitating a thorough discussion focused on identifying barriers and finding solutions to permanency as well as a discussion of the family's needs and case history as related to permanency;</li> <li>h. Ensuring the case plan specifies timelines for achieving both objectives and goals and specifies who is responsible for each activity outlined in the plan, where applicable;</li> <li>i. Facilitating recommendations to the case plan to enhance permanency for the child and ensuring compliance with agency policies and procedures;</li> <li>j. Informing participants of their right to request reconsideration of the decisions and describing the reconsideration process (See <i>Procedure J: Reconsideration Process for Administrative Reviews</i>, of this policy); and</li> <li>k. Establishing the date and time for the next administrative review in coordination with all participants present at the current review.</li> </ul> <p>2. The social worker shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>a. Presenting the case plan and progress of case action;</li> <li>b. Recommending any modifications or changes to the case plan;</li> <li>c. Discussing the permanency goal and target date for goal accomplishment;</li> <li>d. Recommending any changes to the permanency goal;</li> <li>e. Discussing progress made on previous administrative review recommendations and specific reasons why recommendations were not followed or accomplished; and</li> <li>f. Discussing the reasons for a child being listed under one of the MFO "corrective action categories" and what actions were taken to remove the child from the category.</li> </ul> <p>3. At the end of the review, there shall be an agreed upon permanency plan and timeline to get to the permanency plan for the child that shall become the Agency's recommendation to the Court. When the team is unable to come to agreement on the permanency recommendation, the Agency's position shall be determined by the Deputy Director for Program Operations or designee, after full review of the case.</p>
	<p><b>Procedure H: Post-Administrative Review</b></p> <p>1. The Administrative Reviewer shall be responsible for the following post-review activities:</p> <ul style="list-style-type: none"> <li>a. Updating review information on the family on the AR schedule screen in FACES and completing a DCF, recording the agreed upon date/time/location of the next review, within one business day after the review;</li> </ul>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Administrative Review	General Administrative Policies	9 of 12

	<ul style="list-style-type: none"> <li>b. Completing the Administrative Review Summary in FACES and submitting it to the Administrative Review Supervisor, who shall act on it within 10 business days of the completed review;</li> <li>c. Ensuring the Administrative Review Summary is available in FACES to the family social worker and supervisor for the case within 10 business days of the administrative review; and</li> <li>d. Sending the Administrative Review Summary to the child (14 years old and older), child's parent(s) or relative caregiver, guardian or foster parent, the attorneys, and child's social worker (if applicable) within five (5) business days of receiving approval of the Administrative Review Summary and informing these persons of their right to reconsideration of the decisions and the reconsideration process; and</li> <li>e. Notifying CFSA management if the administrative review revealed problems regarding compliance with CFSA policies and procedures, District of Columbia law, or the LaShawn Modified Final Order, and any macro level practice issues or systemic barriers that need to be addressed.</li> </ul> <p>2. The social worker shall be responsible for the following post-review activities:</p> <ul style="list-style-type: none"> <li>a. Documenting pertinent information regarding the administrative review in FACES within 24 hours of the review;</li> <li>b. Documenting any changes to the child's permanency plan in FACES within 24 hours of the review;</li> <li>c. Reviewing the Administrative Review Summary available in FACES within 10 business days of the completed review;</li> <li>d. Updating the case plan in FACES to conform with the review recommendations immediately following the review;</li> <li>e. Sending the updated case plan to the child (14 years old and older), child's parent(s) or relative caregiver, guardian or foster parent, and the attorneys;</li> <li>f. Within one (1) week of an Administrative Review in which the Agency recommends a permanency goal change, meeting with the AAG for the case to discuss presenting the recommendation to the Court;</li> <li>g. Incorporating review recommendations in court reports;</li> <li>h. Implementing the review recommendations within the timeframes established at the administrative review; and</li> <li>i. If recommendations are not implemented, the reasons shall be documented in FACES and explained at the next administrative review.</li> </ul>
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POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Administrative Review	General Administrative Policies	10 of 12

	<p style="text-align: center;"><b>Procedure I: Reconsideration Process for Administrative Reviews</b></p> <ol style="list-style-type: none"> <li>1. The following administrative review participants dissatisfied with the outcome of an administrative review may request reconsideration: <ol style="list-style-type: none"> <li>a. Family social worker;</li> <li>b. Child's social worker, if applicable;</li> <li>c. Biological parents;</li> <li>d. Foster parents;</li> <li>e. Child's guardian or legal custodian;</li> <li>f. Relative caregiver; and</li> <li>g. Attorneys.</li> </ol> </li> <li>2. Requests for reconsideration shall be made through the following process: <ol style="list-style-type: none"> <li>a. Submitting a request for reconsideration of the administrative review decision in writing within 20 calendar days of receipt of the administrative review summary.</li> <li>b. Requests shall be directed to the Administrative Review Program Manager.</li> <li>c. The request must contain the following information: <ol style="list-style-type: none"> <li>i. name, address and telephone number of the requester;</li> <li>ii. his or her relationship to the child;</li> <li>iii. the child's name;</li> <li>iv. the date the review was held;</li> <li>v. the name of the reviewer(s);</li> <li>vi. a detailed description of the issue about which the requester seeks reconsideration; and</li> <li>vii. the signature of the requester.</li> </ol> </li> </ol> </li> <li>3. The Administrative Review Program Manager shall forward a copy of the request for reconsideration to the appropriate Program Administrator.</li> <li>4. The Administrative Review Program Manager shall schedule a meeting with applicable parties to discuss the reconsideration no later than three (3) weeks from the receipt of the reconsideration request.</li> <li>5. The Administrative Review Program Manager shall appoint one (1) external reviewer and/or an agency reviewer, neither of whom participated in the first review, to hear the request for reconsideration. Any party may submit written materials five (5) days in advance of the review. Copies shall be given to the Administrative Review Specialist and all other parties.</li> </ol>
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<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Administrative Review	General Administrative Policies	11 of 12

	<p>6. The Review Specialists, social workers and all other parties shall attend the reconsideration review and present concerns.</p> <p>7. The appointed reviewer shall submit the final decision within 10 business days of the reconsideration review.</p> <p>8. The social worker shall record the final decision in FACES and revise the case plan.</p>
<b>VII. PROFESSIONAL STANDARDS</b>	<p>Council on Accreditation, 7<sup>th</sup> Edition <a href="http://www.coanet.org/home.html">http://www.coanet.org/home.html</a></p> <p>NASW Code of Ethics <a href="http://www.naswdc.org/code.htm">http://www.naswdc.org/code.htm</a></p>

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Administrative Review	General Administrative Policies	12 of 12